

**PROCEDURE 400.4**  
**Area: Finance Department**

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Adopted: September 18, 1998

Certified by \_\_\_\_\_  
Dr. Adolphus Andrews  
Vice President  
Administration and Finance

Revisions Approved:

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**SUBJECT: ACCOUNTS PAYABLE**  
**CHECK CUTTING PROCEDURE**

Currently, CSU is printing checks two (2) days a week. Checks are printed by the Information Technology staff at 6:00 A.M. in their office. The Information Technology office is located:

Administration Building  
Lower Level  
1400 Brush Row Road  
Phone (937) 376-6239

The Accounts Payable Supervisor must telephone the Information Technology staff for check pickup and delivery. **The University does not issue manual checks** as a matter of normal operations.

The Accounts Payable Supervisor receives printed checks from Information Technology staff. He/she matches checks with payment voucher (PV) paperwork, invoice, printed purchase order and receiving document; date stamp each PV document; write the check number and the date of the check on the PV; deliver to the CSU Controller for signature and the Controller returns signed checks to the Assistant Controller for disbursement.

**NOTE:** If the Controller is not available, the Vice President for Administration and Finance has signatory authority for the University.

**POST SIGNATURE**

The check consists of three (3) copies:

- a. original check
- b. copy (yellow)
- c. file copy (green)

The Accounts Payable staff will separate the three (3) copies after checks are signed.

- a. Original – Send to vendor with remittance information;
- b. Copy 1 (yellow) – staple to the PV, invoice, purchase order and receiving document. This copy to be filed in the Accounts Payable Department;
- c. Copy 2 (green) – Send to Budget Office to be filed in CSU permanent archives.

### **VOIDED CHECKS**

Central State University issues checks that are valid for 90 days. At the end of the 90 days, the check is stale-dated. The University will re-issue a stale-dated check if the vendor returns the original to the University. If the vendor is unable to return the original, the University will place a stop payment on the original check and issue a second check if goods/services have been performed satisfactorily.

### **TURNAROUND REPORT**

The Information Technology Department is able to provide computerized reports for Accounts Payable. One of the most useful reports is the “Turnaround Report.” This report shows the Accounts Payable Supervisor all payment vouchers that have been input into the system. This enables the Supervisor to preview the checks that will print the following morning. The report is used as a tool to help the Supervisor ensure vendors are paid timely. If the report shows an incorrect dollar figure, vendor name, omission, etc., the Supervisor may correct the errors prior to having a check printed (or in some cases, prior to printing and excluding a vendor’s payment).